Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

RDH - UNDER ONE ROOF
HYATT REGENCY CHICAGO
CHICAGO, IL
AUGUST 14-16, 2014

Payment Terms
Furniture
Carpet
Custom Carpet
Rental Units
Cabinets
Graphics
Union Regulations
Labor/Lift
Accessible Storage
Non Official
Shipping Information
Material Handling
Limits of Liability

Official Service Contractor

Brede/Allied Convention Service, Inc.
2502 Lake Orange Drive
Orlando FL 32837

Phone: 407-851-0261
Fax: 407-859-3904

Show Management Contact

Rod Washington
PennWell
1421 South Sheridan Rd
Tulsa, OK 74112

Phone: 918-831-9481
Fax: 918-831-9729
Email: rodw@pennwell.com

Show Information

Backwall Drape:	Black
Siderail Drape:	Black
Exhibit Hall Carpet:	Multi-colored
Aisle Carpet Color:	N/A
Booth Package:	One - i.d. sign showing company name & booth number

Please review the Chicago Labor Regulations within the Exhibitor Manual to ensure adherence to the city's strict union jurisdictions

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor :		Thursday	July 14, 2014			
Custom Carpet/Booth Rental Order Deadline:		Thursday	July 14, 2014			
Brede/Allied Advanced Order Deadline:		Thursday	July 31, 2014			
Advance Freight Deadline: (without surcharge)		Thursday	July 31, 2014			
Exhibitor Setup:	Thursday	August 14, 2014	8:00 AM	—	4:00 PM	
Show Hours:	Thursday	August 14, 2014	5:00 PM	—	8:00 PM	
	Friday	August 15, 2014	10:30 AM	—	3:00 PM	
	Friday	August 15, 2014	5:00 PM	—	7:30 PM	
	Saturday	August 16, 2014	10:30 AM	—	2:30 PM	
Exhibitor Move-out:	Saturday	August 16, 2014	2:30 PM	—	6:00 PM	
Freight Re-Route Time:	Saturday	August 16, 2014	6:00 PM			

Find more on Bredeallied.com

Shipping Information

Advance Warehouse: Company Name, Booth Number
RDH 2014
Brede/Allied
@ ABF
5300 West 47th
Bedford Park, IL 60638

Show Site: Company Name, Booth Number
RDH 2014
Brede/Allied
@ Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601

Brede EXPOSITION SERVICES
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Advance Order
Discount Deadline:
July 31, 2014

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Payment Authorization

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THIS FORM ALONG WITH YOUR ORDER & CHECK AND CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.

- To receive discount pricing, order forms and full payment must be received by the deadline date on each form. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization. There will be a $35.00 minimum service charge for handling returned payments - checks or credit cards.
- Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.
- *All accounts must be settled at the Brede/Allied service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show, as no adjustments will be made after the close of the show.*
- The exhibiting firm is primarily responsible for payment of all charges.
- NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.
- INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, or Visa credit cards.

PAYMENT INFORMATION

CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED**:**

We authorize Brede/Allied to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a $35.00 service charge will be added.

Charge to :(check one) ___ MasterCard ___Visa ___American Express ___Discover

Account Number _____Expiration Date _____CVS#_____

Card Holder Name:_____Signature: _____

Card Holder Billing Address: _____City/State/Zip: _____

Card Holder Phone:_____Fax: _____

Card Holder Email:_____

CHECK PAYMENT OPTION : Made Payable to: Allied Convention Service, Inc. and drawn in US funds.

Check #_____Date_____ Amount $_____

****Wire Transfers are available. Please contact Customer Service for details.**

ORDER SUMMARY

Furniture (Brede/Allied Only)	$	*Labor (estimate)*	$
Carpet	$	*Material Handling (estimate)*	$
Custom Rental Exhibits	$	*Other Brede/Allied Services*	$
Graphics	$	Total Due	$

☐ Please check that you agree to our Terms and Conditions and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

rdh

Find more on Bredeallied.com

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Advance Order Discount Deadline: July 31, 2014

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Furniture and Accessories

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Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped	$ 156.75	$ 204.00	$
	6' x 2' draped	$ 201.00	$ 261.50	$
	8' x 2' draped	$ 243.50	$ 316.75	$
	4th side drape	$ 60.25	$ 78.50	$
	4' x 2' undraped	$ 55.00	$ 71.50	$
	6' x 2' undraped	$ 70.00	$ 91.00	$
	8' x 2' undraped	$ 83.00	$ 108.00	$
	42" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped	$ 195.75	$ 254.50	$
	6' x 2' draped	$ 241.75	$ 314.50	$
	8' x 2' draped	$ 280.25	$ 364.50	$
	4th side drape	$ 60.25	$ 78.50	$
	4' x 2' undraped	$ 89.50	$ 116.50	$
	6' x 2' undraped	$ 105.75	$ 137.50	$
	8' x 2' undraped	$ 119.75	$ 155.75	$
	12" Tabletop Risers (includes white vinyl top)			
	4' one step riser	$ 48.00	$ 62.50	$
	6' one step riser	$ 66.00	$ 86.00	$
	8' one step riser	$ 80.00	$ 104.00	$

Select Table Drape Color

☐ Black ☐ Blue ☐ Gold ☐ Burgundy
☐ Gray ☐ Dark Green ☐ Plum ☐ Red
☐ Teal ☐ White

Accessories

Qty	Item	Advance	Standard	Subtotal
	Arm Chair (Blk Diamond)	$ 214.25	$ 278.75	$
	Side Chair (Blk Diamond)	$ 169.50	$ 220.50	$
	Limerick Side Chair	$ 120.75	$ 157.00	$
	Blk Padded Stool (Casey)	$ 156.50	$ 203.50	$
	30"x42" Pedestal Table	$ 279.00	$ 362.75	$
	30"x30" Pedestal Table	$ 255.75	$ 332.50	$
	Wastebasket	$ 24.00	$ 31.25	$
	Chrome Easel	$ 56.00	$ 73.00	$
	Round Literature Rack	$ 290.50	$ 377.75	$
	Flat Literature Rack	$ 257.00	$ 334.25	$
	Chrome Stanchion w/Belt	$ 108.50	$ 141.25	$
	Chrome Bag Rack	$ 138.25	$ 179.25	$
	Coat Tree	$ 51.50	$ 67.00	$
	22"x28" Sign Holder	$ 138.25	$ 179.75	$
	Bulletin Board 8'x4' (horizontal only)	$ 301.75	$ 392.50	$
	Special Draping			
	3' h Drapery per lin. ft.	$ 25.00	$ 32.50	$
	8' h Drapery per lin. ft.	$ 35.00	$ 45.50	$

Select Special Drape Color

☐ Black ☐ Blue ☐ Brown ☐ Burgundy
☐ Gold ☐ Dark Green ☐ Gray ☐ Plum
☐ Red ☐ Flax ☐ White

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal $ _____
8% Sales Tax $ _____
Total $ _____

☐ Please check that you agree to our Terms and Conditions and acknowledge payments must be accompanied with order.

COMPANY NAME:_____ BOOTH#_____

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Carpet

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Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Tuxedo ☐ Red Pepper

Qty	*Size*	*Advance*	*Standard*	*Subtotal*
_____	9' x 10'	$ 273.00	$ 355.00	$ _____
_____	9' x 20'	$ 546.00	$ 710.00	$ _____
_____	9' x 30'	$ 819.00	$ 1065.00	$ _____
_____	9' x ____	$ 273.00	$ 355.00	$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Cut & Fitted

Qty	*Option*	*Size*	*Advance*	*Standard*	*Subtotal*
_____	Cut & Fit to Booth Space *(per 10' increments)*	Size: _____ x _____ *(100 sq. ft. minimum)*	$ 4.25 *per sq. ft.*	$ 5.55 *per sq. ft.*	$ _____

- Rental price includes laying, tape, visqueen and removal.
- Rental prices are quoted per square foot-to figure total square feet, multiply length x width + total square feet.

Options

Qty	*Option*	*Size*	*Advance*	*Standard*	*Subtotal*
_____	Carpet Padding	Size: _____ x _____	$ 1.65 *per sq. ft.*	$ 2.15 *per sq. ft.*	$ _____
_____	Visqueen	Size: _____ x _____	$ 1.25 *per sq. ft.*	$ 1.65 *per sq. ft.*	$ _____

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- All charges must be paid prior to close of show.

☐ We will be bringing our own carpet.

Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal $ _____
8% Sales Tax $ _____
Carpet Total $ _____

☐ Please check that you agree to our Terms and Conditions and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

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Custom Carpet

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Custom Carpeting

DELUXE plush carpet is available on a rental basis. All prices quoted for rental include installation, poly covering for protection and removal. An upgraded 28 oz. carpet is available in the colors below. Swatches will be sent to you upon request.

Minimum order for premium carpet is 20' x 20' (400 square feet).

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

Select from Custom Colors

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl
☐ Navy ☐ Toast ☐ Wedgewood ☐ White

Options

Qty	*Option*	*Size*	*Advance*	*Standard*	Subtotal
_____	Carpet	Size: _____ x _____	$ 5.25 *per sq. ft.*	$ 6.85 *per sq. ft.*	$ _____
_____	Carpet Padding	Size: _____ x _____	$ 1.65 *per sq. ft.*	$ 2.15 *per sq. ft.*	$ _____

NO CREDITS WILL BE ISSUED AFTER ORDER HAS BEEN PROCESSED.

Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed

Important Notes

- Calculate to the next full foot.
- To guarantee availability, orders must be received by July 14, 2014.
- Cancelled orders for custom carpet will be charged 100%.
- All charges must be paid prior to close of show.

Form Total

Subtotal $ _____
8% Sales Tax $ _____
Carpet Total $ _____

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COMPANY NAME:_____BOOTH#_____

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Basic Booth Rental

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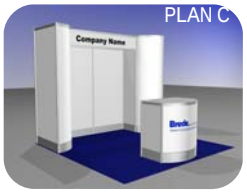

Exhibits Include

- Standard Expo Carpeting
- White PVC or White Perfboard Panels
- 1m cabinet
- Install and dismantle exhibit
- Header—One line with block letters (see below to order header)

Note: Electricity is NOT included with Rental

HEADER COPY *(Please print clearly):*

(logos & special lettering available at an additional cost. Call for quote.)

Color Options

HARDWALL PANELS

☐ White PVC ☐ White Perfboard

CARPET SELECTION

☐ Black ☐ Blue ☐ Gray
☐ Green ☐ Midnight Blue ☐ Red
☐ Tuxedo

Interested in a Custom Exhibit?
Email: info@bredeallied.com

Rates

Qty	*Item*	*Advance*	*Standard*	*Subtotal*
	Plan A - 10' x 10'	$ 2662.75	$ 3461.75	$
	Plan B - 10' x 10'	$ 2547.00	$ 3311.25	$
	Plan C - 10' x 10'	$ 3039.00	$ 3950.75	$
	Plan D - 10' x 20'	$ 3994.00	$ 5192.25	$
	Plan E - 10' x 20'	$ 4341.25	$ 5643.75	$
	Plan F - 10' x 20'	$ 4862.25	$ 6321.00	$

Additional Options

Qty	*Item*	*Advance*	*Standard*	*Subtotal*
	8 1/2"x11" Literature Pocket	$ 45.00	$ 58.50	$
	1M Shelf	$ 117.25	$ 152.50	$
	1M Angled Shelf	$ 117.25	$ 152.50	$
	Arm Lights (use w/ rental only)	$ 127.25	$ 165.50	$
	Velcro Panels (choose below)	$ 167.50	$ 217.75	$

☐ Black ☐ Blue ☐ Gray

Additional Booth furnishings can be found throughout this exhibitor manual. Look for upgraded carpet, carpet padding, graphics, chairs, etc.

Important Notes

- Rental Booths require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal $
8% Sales Tax $
Est. Total $

☐ Please check that you agree to our Terms and Conditions and acknowledge payments must be accompanied with order.

COMPANY NAME:_____ BOOTH#_____

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Cabinets & Gondolas

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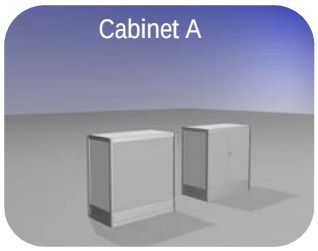
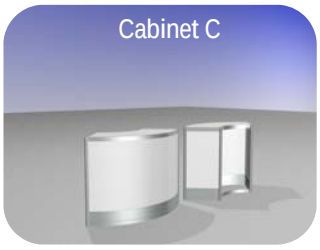
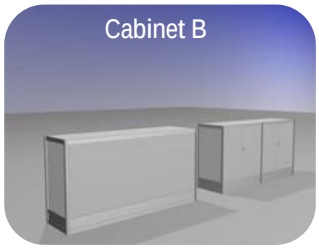
Cabinets



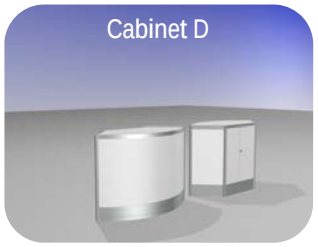
Advance Price $ 749.00
Standard Price $ 973.75
Qty: ____
Description
Size: 20"x40"x41" High
Standard white panels



Advance Price $ 732.50
Standard Price $ 952.25
Qty: ____
Description
Size: 20"x61"x41" High
Standard white panels

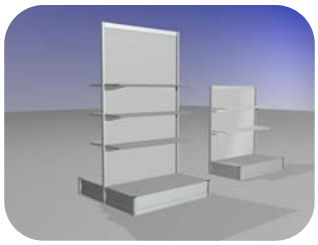


Advance Price $ 882.00
Standard Price $1146.75
Qty: ____
Description
Size: 20"x80"x41" High
Standard white panels



Advance Price $ 842.50
Standard Price $1095.25
Qty: ____
Description
Size: 20"x61"x41" High
Standard white panels
(with locking doors)

Gondolas



All Gondolas are 1 meter wide, have standard white panels & shelves.

Qty	*Single-sided Gondola*	*Advance*	*Standard*	*Subtotal*
____	4'h - 40"x20"(base)x48"h, with 2 shelves	$ 454.25	$ 590.75	$ ____
____	6'h - 40"x20"(base)x72"h, with 3 shelves	$ 541.75	$ 704.50	$ ____
Qty	*Double-sided Gondola*	*Advance*	*Standard*	*Subtotal*
____	4'h - 40"x40"(base)x48"h, with 4 shelves	$ 568.00	$ 738.50	$ ____
____	6'h - 40"x24"(base)x72"h, with 6 shelves	$ 677.25	$ 880.50	$ ____

Additional color panels, printed graphics and other custom sizes not shown are available. Contact Customer Service for further details.

Find more on Bredeallied.com

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
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- All charges must be paid prior to close of show.

Form Total

Subtotal $ ____
8% Sales Tax $ ____
Total $ ____

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COMPANY NAME:_____BOOTH#_____

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Graphics

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Display Graphics

Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, single sided.

10'x8' Backwall Banner

- Custom Fabric Banner created from your fully prepared digital artwork.
- 118" w x 94 1/2"*h banner with 3" Pole Pockets top & bottom. (do not place text within 2" of top or bottom edges).
- Banner is hung using standard drapery horizontal bars.
- First use includes rental of drapery metal, installation and dismantle.

10'x8' Freestanding Banner

- Custom Fabric Banner created from your fully prepared digital artwork stretched over an easily assembled Aluminum frame.
- 120'w x 96" h banner is "pillow cased" to fit over aluminum frame.
- Purchase includes banner, aluminum frame and nylon carry bag.
- Rental includes purchase of banner only- Frame remains the property of Brede/Allied
- First use includes installation and dismantle.

Table Cover

- Available for standard 6' or 8' w x 30" h tables.
- Custom image is printed FRONT SIDE ONLY. Top, sides and back to be solid color (nearest PMS match possible).
- Graphic size = 72"w x 30" h for 6' table, 96"w x 30" h for 8' table.

Banner Stand

- 31 1/2"w x 83" h Custom Fabric Banner created from your fully prepared digital artwork.
- Simple retractable base, with nylon carry bag.

Rates

Qty	Item	Advance	Standard	Subtotal	Qty	Item	Advance	Standard	Subtotal
	10'x8' Backwall Banner	$ 1,157.75	$ 1,505.25			10'x8' Freestanding Banner-Purchase	$ 3,302.00	$ 4,292.75	
	6' Table Cover	$ 523.75	$ 681.00			10'x8' Freestanding Banner-Rental	$ 2,199.50	$ 2,859.50	
	8' Table Cover	$ 661.50	$ 860.00			Banner Stand	$ 468.75	$ 609.50	

Custom Size Graphics

(10 sq ft minimum order)

Length (feet)		Width (feet)		Square foot		Advance		Standard	Subtotal
	x		=		x	$ 21.00 *per sq ft*		$ 31.50 *per sq ft*	

☐ Banner ☐ Foamcore ☐ Gatorboard ☐ Plexi ☐ Showcard ☐ Sintra ☐ Other _____

Standard Signs

Qty	Size	Advance	Standard	Subtotal	Qty	Size	Advance	Standard	Subtotal
	7"x44"	$ 60.50	$ 90.75			22"x28"	$ 106.00	$ 159.00	
	11"x14"	$ 67.75	$ 101.75			28"x44"	$ 211.00	$ 316.50	
	14"x22"	$ 75.00	$ 112.50						

Important Notes

- Prices noted are for Output Only of your fully prepared Digital Artwork. Layout, composition or file manipulation of any kind, if required, will be billed at a rate of $150.00 per hour.
- Custom styles & sizes are available. Please contact info@bredeallied.com.
- Graphics require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal $ _____

9.25% Sales Tax $ _____

Graphics Total $ _____

See following page for Art Specifications

☐ Please check that you agree to our Terms and Conditions and acknowledge payments must be accompanied with order.

COMPANY NAME:_____ BOOTH#_____

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Art Specifications

As a company that specializes in **high-quality graphics** amongst other varied services, Brede/Allied's Graphics Specialists want to provide you with the best product possible on show site. When submitting artwork to our graphics team, please adhere to the following guidelines. *Your* image is our **top priority** and Brede/Allied is committed to meeting your expectations. Please give this information sheet to your graphic designer or art director.

High-Quality Printing

For the **best quality** prints, please send all files in vector format. Please use the following guidelines when sending vector artwork:

- Make sure your vector artwork is set up in **CMYK color mode**
- Provide all fonts used in your artwork or **convert all text to outlines**.
- When sending fonts: we only accept TrueType (.tt) and OpenType (.ot) fonts.
- **Please supply all Pantone color values** for matching purposes. We are currently using Pantone Color Bridge Coated for color matching.
- You may send us a hardcopy print of your artwork for color matching as well.
- Please specify the scale of your artwork.

If you are unable to provide vector images, please use the following guidelines when sending rasterized artwork:

- The minimum image resolution for any **large** sign or printed graphic (ex: signs larger than 22" x 28") should be no less than **100 dpi** and no higher than **150 dpi**.
- ***Small signs or printed graphics***, however, should be no less than **300 dpi**. (Ex: signs sized up to 8 ½" x 11" up to 22" x 28" are a *small signs*)
- Please do not send artwork that was downloaded from the Internet.

Please do not include crops or bleeds on your artwork.

Ways to Send Us Artwork

CD-R/RW	DVD-R/RW	Thumb Drive
Email (for files no longer than 10mb)	Upload to our FTP Site	Send us a link to your FTP

Acceptable File Types

We are currently using Adobe Creative Suite 6

Adobe Illustrator (.ai, .eps, .pdf) **Adobe Photoshop** (.psd, .tif, .jpg, .pdf, .eps)
Adobe InDesign (.indd, .idml, .pdf) – *please include all fonts and links folders with InDesign documents*

When submitting copy for signage, we accept the following:
Microsoft Word **Microsoft Excel** **Microsoft PowerPoint** **Email**

Signage Review

To receive proofs of artwork from our Graphics Specialists, please visit **www.bredeallied.com** and sign up for an account. Signage Review allows you to comment on your show's artwork, upload revisions, and approve signage all from one place. *You must have Acrobat Reader installed.*

If you have any questions, please do not hesitate to contact our Graphics Department at 407-851-0261.
Thank you for choosing Brede/Allied!

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Chicago Labor Guidelines

RDH · UnderOneRoof

All exhibit and display work in the Chicago area must be done by union personnel. There are six major unions that have jurisdiction over tradeshows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

TEAMSTER UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one man, in one trip, without the aid of flat trucks, dollies, etc. Exhibitors may carry in small packages including pop-up booths provided they can be hand-carried.

MACHINERY MOVERS & RIGGERS UNION

Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth. The weight of your machine and its size dictate the number of riggers you will need. As an example, if you require a forklift you must have a full crew of riggers (three men). If the machine is small and can be handled by one or two men, you will not be required to use a full crew. Exhibitors may carry computers or appliances provided it can be reasonably done by hand. Exhibitors may remove small computers and appliances from the crate or box provided that it can be done without a forklift or any power equipment. On computer equipment and small appliances, crew sizes for operations requiring a rigger, will be determined by the size of the job.

CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recrate machines for outbound loading. Exhibitors may set up and dismantle pop-up displays in booths 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in ½ hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

DECORATORS UNION

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos and framed and unframed pictures. Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set Velcro strips, permanently mounted hooks or snaps. Exhibitors may set up and take down 10' x 10' displays (pop-ups) if one person can accomplish the task in ½ hour or less without the use of tools. Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or Velcro. Exhibitors may blow up balloons provided they are not used in the display.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

GENERAL PROVISIONS

In each case where these rules indicate that an "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request). Reasonable judgment must be used in determining when a task is so large or so time consuming as to require professional union labor.

TIPPING

Brede/Allied requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Brede/Allied representative at the service desk or correspondence may be directed to the attention of the General Manager at our Orlando address.

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
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Add 30% to all Orders placed at Show Site

2502 Lake Orange Drive
Orlando, FL 32837
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Fax: 407.859.3904
info@bredeallied.com

Labor/Forklift

RDH · UnderOneRoof

Labor/ Forklift Rates

	Labor Hours		Per Laborer, Per Hour		5K Forklift, w/Driver & 1 Laborer
STRAIGHT TIME	8am-4:30pm, Monday-Friday	$	154.75	$	430.25
OVERTIME	4:30pm-8:30pm, Monday-Friday & 6am-6:30pm, Saturday	$	232.25	$	645.50
DOUBLE TIME	All other hours, Monday-Saturday & all day Sunday & Holidays	$	309.50	$	860.50

Labor	*Option (A or B)*	*Dates Required*	*Time*	*# Laborers Requested*	*Total Estimated Hours*		*Total Cost*
Installation						=	$
Dismantle						=	$
Forklift Labor							
Installation						=	$
Dismantle						=	$

Option A: Brede/Allied Supervised

- All work performed & supervised by Brede/Allied Personnel.
- Charge for supervisory service is 30% of total daily of labor bill, with a $154.75 minimum.
- Work performed under Brede/Allied supervision is straight time when possible.

An outbound Bill of Lading must be completed and turned in at the Brede/Allied Service Desk.

Installation

Shipped to ___Warehouse ___Show site Special Equipment Required:
Scheduled Delivery Date ___/___/___ _____
Shipment : ___Crates ___Boxes ___Carpet/Pad
Carpet (if not shipped): ___ from Brede/Allied ___None
Blueprints/Instructions: ___ Attached ___with Display (Crate #____)
Electrical Under Carpet? ___ Yes ____ No

Dismantle

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official Show Carrier: __Ground __Air Telephone Number:
Other Carrier: _____ _____

Show Site contact: _____
Phone #: _____

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at the Brede/Allied Service Desk at scheduled time.

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- Labor will not be assigned until the exhibitor reports to the service/ labor desk.
- Labor & services ordered by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.
- Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- A **credit card on file is required** when using Brede/Allied.
- All charges must be paid prior to close of show.

All labor is billed on a 1 laborer, 1 hour minimum. No shows will be billed at the minimum per laborer rate.

Form Total

Subtotal $ _____
Labor Total $ _____

☐ Please check that you agree to our Terms and Conditions and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

rdh

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Accessible Storage

RDH · UnderOneRoof

THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/ Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. *PLEASE NOTE:* This is Accessible Storage, not Secured Storage. This is not Empty Storage. Accessible Storage items may not be the first items returned to your booth at the close of the show.

SET UP:	One time set up charge:	$145.00
STORAGE:	Size of Storage Space (sq. ft.)	Rate (per day)
	0-25	$145.00
	26-50	$217.50
	51-100	$290.00
	101-150	$362.25
	151-200	$437.50
ACCESS RATES:	There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.	
ACCESS CHARGES:		
Straight Time:	8am-4:30pm, Monday-Friday	$154.75
Overtime:	4:30pm-8:30pm, Monday-Friday & 6am-6:30pm, Saturday	$232.25
Double Time:	All other hours, Monday-Saturday & all day Sunday & Holidays	$309.50

All goods stored with Brede/Allied are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in Accessible Storage. We shall not be liable for any injury, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
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Advance Order
Discount Deadline:
July 14, 2014

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Fax: 407.859.3904
info@bredeallied.com

Request For Set-Up By Non-Official Exhibitor Appointed Contractor

RDH · UnderOneRoof

The unpacking, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede/Allied no later than **July 14, 2014.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the Hyatt Regency Chicago**.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Inc., Pennwell, RDH 2014 and the Hyatt Regency Chicago as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by July 14, 2014, your non-official contractor will be allowed to supervise only. There will be no exceptions after the Deadline. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.

PLEASE MAIL OR FAX YOUR COPY TO BREDE/ALLIED

EVENT	RDH - UNDER ONE ROOF 2014		
COMPANY NAME		BOOTH #	
NON-OFFICIAL CONTRACTOR			
CONTRACTOR ADDRESS			
EMAIL			
PHONE#		FAX#	
ESTIMATED ARRIVAL AT SHOW		# OF WORKERS	
AUTHORIZED BY		TITLE	

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Shipping Information

RDH · UnderOneRoof

Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPING INFORMATION	
Advance Warehouse: **Must arrive no later than, Thursday, July 31, 2014 to obtain advance pricing.**	Company Name & Booth # **RDH 2014** Brede/Allied @ ABF 5300 West 47th Bedford Park, IL 60638
Direct - Show Site: **Must not arrive prior to, Thursday, August 14, 2014**	Company Name & Booth # **RDH 2014** Brede/Allied @ Hyatt Regency Chicago 151 East Wacker Drive Chicago, IL 60601

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE - crates, cartons, fiber cases only**:**
Rates include:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier

DIRECT SHIPMENTS TO EXHIBIT SITE:
Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

Find more on Bredeallied.com

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Shipping Information (continued)

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Brede/ Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned C/O Brede/Allied to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the Brede/Allied service desk and are for **empty storage only.**

Shipping information, bills of lading and labels will be available at the Brede/Allied service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*

Find more on Bredeallied.com

EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN JULY 31, 2014, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth #_____

RDH 2014
BREDE/ALLIED
@ ABF
5300 WEST 47TH
BEDFORD PARK, IL 60638

CARRIER _____ NO. _____OF _____ PIECES_____

Brede EXPOSITION SERVICES
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www.bredeallied.com

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EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN JULY 31, 2014, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth #_____

RDH 2014
BREDE/ALLIED
@ ABF
5300 WEST 47TH
BEDFORD PARK, IL 60638

CARRIER _____ NO. _____OF _____ PIECES_____

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Important note: Hazardous materials will not be accepted at the warehouse.

EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY

MUST NOT ARRIVE PRIOR TO AUGUST 14, 2014

COMPANY NAME: _____ Booth #_____

RDH 2014
BREDE/ALLIED
@ HYATT REGENCY CHICAGO
151 EAST WACKER DRIVE
CHICAGO, IL 60601

CARRIER _____ NO. _____ OF _____ PIECES_____

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EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY

MUST NOT ARRIVE PRIOR TO AUGUST 14, 2014

COMPANY NAME: _____ Booth #_____

RDH 2014
BREDE/ALLIED
@ HYATT REGENCY CHICAGO
151 EAST WACKER DRIVE
CHICAGO, IL 60601

CARRIER _____ NO. _____ OF _____ PIECES_____

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Material Handling Rates

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Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

Description	*Rate per cwt*	*Minimum Charge*
	200 lb minimum charge	
Advance to Warehouse: Crated	$ 139.25	$ 278.50
Direct to Show site: Crated	$ 139.25	$ 278.50
Advance to Warehouse: Special Handling	$ 181.25	$ 362.50
Direct to Show site: Special Handling	$ 181.25	$ 362.50
Direct to Show site: Uncrated, Un-skidded, or Wrapped	$ 209.00	$ 418.00
Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and freight received at Show site after show opening- add to above rates.	*Warehouse:* $ 42.00 *Show Site:* $ 42.00	$ 84.00 $ 84.00
If moved out on overtime—add to above rates (Straight Time rate applies 8am-4:30pm, M-F)	$35.00 *per cwt*	
Small Package Fee	$75.00 *each*	

SMALL PACKAGE RATE: applies to a show site delivery of a single piece shipment from UPS, FedEx or US Mail weighing less than 35lbs.

Additional Services (order at show site)		
Shrink Wrap	$ 75.00 per skid	
Metal Banding	$ 75.00 per skid	

Calculate Estimated Material Handling Charges

Carrier(s)	Tracking #	Date of Arrival	# Pieces	Est. Weight *cwt*		Rate *per cwt*		Estimated Cost *200 lb minimum*
					X		=	
					X		=	
					X		=	
						TOTAL		

Show site Contact _____ Show site Phone _____

☐ Please check that you agree to our Terms and Conditions and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

rdh

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MATERIAL HANDLING POLICY AND GUIDELINES

- Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- Remove all outdated shipping labels prior to shipment.
- All shipments should be made on a Brede/Allied bill of lading. It is understood that all shipments are released to us at a value not to exceed 30¢ per pound with a maximum of $50.00 per article.
- Please forward copies of all bills of lading to Brede/Allied. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since no tracing can be done without these. Copies of these should also be given to your representative at the show.
- Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- Brede/Allied will not be responsible for the count or content of material if left in the booth prior to Brede/Allied taking physical count and possession in preparation to moving such material.
- All outbound shipments must be tendered with a Brede/Allied bill of lading.
- Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.
- Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied.
- Brede/Allied assumes no responsibility for concealed damage.
- Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of $50.00 per crate, case, box, or carton will be assessed.
- The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY RE-ROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to:_____

Street Address_____City/State/Zip Code_____

Type of Carrier ____Air ____Motor Freight ____Van Lines

EVENT OR SHOW RDH 2014 HALL OR HOTEL HYATT REGENCY CHICAGO

COMPANY NAME_____ BOOTH #_____

ADDRESS_____CITY_____STATE_____ ZIP_____

TELEPHONE_____FAX_____EMAIL_____

AUTHORIZED BY (please print or type)_____SIGNATURE_____

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Special Handling

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Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad shipments only or stacked shipments. Also included are shipment integrity, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?
Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?
Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?
Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to exhibitors.

What are Mixed Shipments?
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have "No Documentation"?
Shipments arrive from a small package carrier (i.e. Federal Express, UPS, DHL, etc) without individual bills of lading. These shipments require additional labor, time and equipment to process.

What about carpet only shipments?
Shipments that consist of carpet and/or carpet padding only require special handling if additional labor, time or equipment is required to unload.

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those packed in any type of shipping container that can be unloaded at the dock with no additional handling (including crates, fiber cases, cartons and properly packed skids). Uncrated shipments are material that is shipped loose, pad wrapped, unskidded, or skidded without proper lifting bars and hooks.

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Limits of Liability

RDH · UnderOneRoof

YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED: OR EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

- It is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.
- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
- Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
- It is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $ .30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied, its subcontractors or their employees.
- Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
- Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.
- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for ***empty storage only,*** and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
- In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.

Find more on Bredeallied.com

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Chicago Fire Dept Regs

RDH · UnderOneRoof

In order to minimize the risk of fire and to keep exhibit halls in Chicago as safe as possible, the Chicago Fire Department has established the following regulations:

The Municipal Code states that **NOTHING** (for example: fiber cases, cartons, boxes, personal items, giveaways etc.) may be stored behind or between exhibit booths, behind draperies or under tables. All materials that are needed for repacking purposes must be removed from the exhibit area.

You may keep a one-day supply of literature or products at your booth. Accessible storage is available for additional promotional items or giveaways. Please see a customer service representative at the Brede/Allied service desk.

THE CHICAGO FIRE DEPARTMENT STRICTLY ENFORCES THESE REGULATIONS

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